



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
October 16, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday October 16, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Brief Report Regarding the Wetlands

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous regular meeting dated October 2, 2013
2. DRAFT minutes of previous special meeting dated October 9, 2013
3. Approve Register of District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Agency Comment Request – Development Plan Application – DP13-333 – Pacific/Bowie – Tracy II
2. Draft Request for Proposal regarding future consideration of the formation of a Town of Discovery Bay Strategic Plan

G. VEOLIA REPORT

1. Veolia Report for the Month of September 2013

H. MANAGER'S REPORTS

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. January 2014 Board of Directors Calendar

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

L. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County Fire Protection District meeting minutes dated September 9, 2013
2. R – Contra Costa County Aviation Advisory meeting minutes dated September 12, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next Regular meeting dated November 6, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation
For Agenda Item # C



No Back Up
Documentation
For Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 2, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by Vice-President Graves
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker.

C. PRESENTATIONS

1. David Early – TriLink team - State Route 239 alignment Project
Draft Feasibility Study at <http://trilink239.org/documents/>

David Early – Provided the details of item C-1. There was discussion between David Early and the Board.

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Lieutenant Alan Johnson – Provided the law enforcement details (no report) for the month of September. There was discussion between the Board and Lieutenant Johnson.

2. CHP Report – No Report
3. Fire District Report – No Report
4. East Contra Costa Fire Protection District Report – No Report
5. Supervisor Mary Piepho, District III Report – No Report

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – No Report
4. Special Districts Report** – No Report

**These meetings are held Quarterly

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated September 19, 2013
2. Approve Register of District Invoices
3. Capacity Fee Charge Report for Fiscal Year 2012-2013

Motion by: Director Pease to approve the Consent Calendar

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

G. NEW BUSINESS AND ACTION ITEMS

1. Preparation of Plans and Specifications for Projects related to Wastewater Facilities

General Manager Howard – Provided details of item G-1.

District Engineer Gregory Harris – Provided additional details of item G-1. There was discussion between the General Manager, the District Engineer, and the Board. There was one Public Comment Speaker.

Motion by: Director Pease to authorize HERWIT Engineering to proceed with the preparation of Plans and Specifications for Wastewater Improvements and authorize the General Manager to issue purchase orders for the respective projects

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

2. Purchase Video Surveillance System for the Discovery Bay Community Center

General Manager Howard – Stated that item G-2 has been pulled and will return at a future meeting.

3. Reimbursement Agreement between the Town of Discovery Bay Community Services District and (1) Disco Bay Partners LLC (Newport Pointe); and (2) Pantages at Discovery Bay LLC.

General Manager Howard – Provided details of item G-3. There was discussion between the General Manager, Legal Counsel, and the Board.

Motion by: Vice-President Graves to authorize the General Manager to enter into a Reimbursement Agreement between the Town of Discovery Bay and: (1) Disco Bay Partners LLC (Newport Pointe); and (2) Pantages at Discovery Bay LLC (Pantages Bays) to effectuate the future annexation of those residential development projects into the Town of Discovery Bay District boundaries

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

4. Special District Leadership Academy Conference

General Manager Howard – Provided details of item G-4. There was discussion between the General Manager and the Board.

Motion by: Vice-President Graves to approve the attendance by the entire Board at the Special District Leadership Academy Conference on November 17, 2013 through November 20, 2013

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

None

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes dated August 4, 2013
2. R – Byron Municipal Advisory Committee meeting minutes dated August 15, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

The meeting adjourned at 8:18 p.m. to the next regular meeting dated October 16, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 10.07.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 9, 2013
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

Call business meeting to order – 6:00 p.m. by President Simon
Roll Call – All present with the exception of Vice-President Graves

B. PUBLIC COMMENT

There was one Public Comment Speaker

C. NEW BUSINESS AND ACTION ITEMS

1. Consideration of Lion's Club Request to Host the 2013 Rocktoberfest Event at the Town of Discovery Bay Community Center dated Saturday, October 12, 2013

General Manager Howard – Provided the details of item C-1. There was discussion between the Discovery Bay Lion's Club President, the General Manager and the Board.

Motion by: Director Steele to approve the Rocktoberfest 2013 Event, the list of conditions, along with the added condition to have a member of the Discovery Bay Lion's Club and/or Discovery Bay Chamber of Commerce provide security at the swimming pool to ensure that the pool area remains free from event attendees and that the pool will be closed during the event

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – President Simon, Director Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT – Vice-President Graves

D. ADJOURNMENT

The meeting adjourned at 6:12 p.m. to the Regular Meeting on October 16, 2013 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 10.10.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 16, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 792,915.74

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

AGENDA ITEM: E-3

Request for authorization to pay invoices (RFA)
For the Meeting on October 16, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Antioch Plumbing Inc.	6644	Replace Water Heater	09/30/13	\$734.21
Big Dog Computer	BDC32975	Install Caselle and VPN	10/01/13	\$452.50
Big Dog Computer	BDC32976	Qtly System and Network Maintenance	10/01/13	\$690.00
Big Dog Computer	BDC32977	Monthly GOTO Sept & Oct 2013	10/01/13	\$170.00
Brentwood Ace Hardware	808/093013	Misc. Repair Items (Z57)	09/30/13	\$31.36
Brut Force Janitorial	10/2013	Janitorial Service Oct 2013	09/30/13	\$200.00
Brut Force Janitorial	10/2013	Janitorial Service Oct 2013 (Z57,Z61)	09/30/13	\$50.00
Caselle, Inc.	52628	Support and Maintenance Nov 2013	10/01/13	\$725.00
Denalect Alarm Company	R58801	Qtly Alarm Charge	10/01/13	\$111.00
Express Employment Professionals	13052954-8	Admin Asst Week Ending 09/15/13 (Z61)	09/18/13	\$165.59
MegaPath	4801540	Phone Bill Oct 2013	09/18/13	\$630.22
Office Depot	677523957001	Office Supplies	09/20/13	\$42.80
Office Depot	677523957002	Office Supplies	09/24/13	\$17.37
ReliaStar Life Insurance Company	101513	457(b) for 10/01/13-10/15/13	10/01/13	\$786.73
Ricoh USA, Inc	5027662268	Photocopier Maintenance Sept 2013	09/20/13	\$97.15
SDRMA	13459	Medical Benefits Nov 2013	10/04/13	\$2,537.12
Shred-It	9402514586	Shredding Service Sept 2013	09/12/13	\$59.65
Spectral Wireless Networks	3647	Qtly Internet Service	10/01/13	\$240.00
Trang Le	318 MENDOCINO WAY	Closed Acct, Refund Overpayment	10/09/13	\$40.41
U.S. Bank Corporate Payment System	4246044555703473/913	Travel & Meetings	09/25/13	\$1,484.32
U.S. Bank Corporate Payment System	4246044555703473/913	Telephone-General	09/25/13	\$297.73
U.S. Bank Corporate Payment System	4246044555703473/913	Telecom-Networking	09/25/13	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/913	Vehicle & Equipment Fuel	09/25/13	\$101.32
U.S. Bank Corporate Payment System	4246044555703473/913	Rackspace Monthly Charge	09/25/13	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/913	Office Supplies	09/25/13	\$173.59
U.S. Bank Corporate Payment System	4246044555703473/913	Building Maintenance	09/25/13	\$2,033.00
U.S. Bank Corporate Payment System	4246044555703473/913	Parcel Quest	09/25/13	\$37.99
U.S. Bank Corporate Payment System	4246044555703473/913	Landscape Reimb	09/25/13	\$81.04
Administration			Sub-Total	\$12,330.10
Water				
Brentwood Ace Hardware	808/093013	Misc. Repair Items	09/30/13	\$11.83
Brut Force Janitorial	10/2013	Janitorial Service Oct 2013	09/30/13	\$20.00
California Department of Public Health	1360037	Water System Fees 2012/2013	09/30/13	\$5,639.22
Delta Fence Company, Inc.	24540	Chain Link Fence	09/06/13	\$447.85
EnerPower	64127	Electric Charges for 08/09/13-09/09/13	09/23/13	\$1,080.00
EnerPower	64128	Electric Charges for 08/11/13-09/10/13	09/23/13	\$3,072.00
EnerPower	64129	Electric Charges for 08/11/13-09/10/13	09/23/13	\$64.00
Express Employment Professionals	13052954-8	Admin Asst Week Ending 09/15/13	09/18/13	\$133.67
J.W. Backhoe & Construction, Inc.	1974	Water Leak Beaver Lane	09/24/13	\$5,565.00
J.W. Backhoe & Construction, Inc.	1978	Leak on Newport Lane	10/07/13	\$6,801.66
MegaPath	4801540	Phone Bill Oct 2013	09/18/13	\$25.92
Pump Repair Service Co.	35433	Well 1B Capacity Upgrade	09/25/13	\$16,341.00
R & B Company	S1375430.001	Repair Items	09/25/13	\$379.75
ReliaStar Life Insurance Company	101513	457(b) for 10/01/13-10/15/13	10/01/13	\$50.00
SDRMA	13459	Medical Benefits Nov 2013	10/04/13	\$634.28
U.S. Bank Corporate Payment System	4246044555703473/913	Training & Education	09/25/13	\$433.20
U.S. Bank Corporate Payment System	4246044555703473/913	Memberships	09/25/13	\$238.00
U.S. Bank Corporate Payment System	4246044555703473/913	Telephone-General	09/25/13	\$217.64
U.S. Bank Corporate Payment System	4246044555703473/913	Telecom-Networking	09/25/13	\$28.00
U.S. Bank Corporate Payment System	4246044555703473/913	Vehicle & Equipment Repair	09/25/13	\$361.58
U.S. Bank Corporate Payment System	4246044555703473/913	Automotive Supplies & Repairs	09/25/13	\$20.09
U.S. Bank Corporate Payment System	4246044555703473/913	Misc. Small Tools	09/25/13	\$12.38
U.S. Bank, N.A. Global Corp. Trust	2013/2	Debt Service Installment Discovery Bay	10/09/13	\$44,087.51
Univar	SJ577692	Chemicals Delivered 09/19/13	09/19/13	\$82.04
Univar	SJ577693	Chemicals Delivered 09/20/13	09/20/13	\$147.67
Univar	SJ579124	Chemicals Delivered 09/26/13	09/26/13	\$295.34
Univar	SJ579125	Chemicals Delivered 09/26/13	09/26/13	\$155.88
Veolia Water North America	31508	Monthly O&M Fee Sept 2013 & Retro May-Aug 2013	09/23/13	\$42,953.29
Veolia Water North America	31509	Monthly R&M Aug 2013	09/23/13	\$868.26
Water			Sub-Total	\$130,167.06

Wastewater

American Retrofit Systems	385	Install Cable for UV	09/30/13	\$250.00
American Retrofit Systems	386	Install Evaporator Motor at Newport	09/30/13	\$775.00
Brentwood Ace Hardware	808/093013	Misc. Repair Items	09/30/13	\$17.75
Brut Force Janitorial	10/2013	Janitorial Service Oct 2013	09/30/13	\$30.00
Cramer, Frank	Sept 2013	Expense Report Sept 2013	09/27/13	\$154.25
EnerPower	64130	Electric Charges for 08/12/13-09/10/13	09/23/13	\$131.00
EnerPower	64131	Electric Charges for 08/12/13-09/10/13	09/23/13	\$160.00
Express Employment Professionals	13052954-8	Admin Asst Week Ending 09/15/13	09/18/13	\$200.51
Herwit Engineering	13-09	Professional Services Sept 2013	10/01/13	\$17,365.26
J.W. Backhoe & Construction, Inc.	1975	Remove Manhole Castings	09/24/13	\$5,699.04
MegaPath	4801540	Phone Bill Oct 2013	09/18/13	\$38.87
ReliaStar Life Insurance Company	101513	457(b) for 10/01/13-10/15/13	10/01/13	\$75.00
Stantec Consulting Services Inc	729702	Consulting Services Sept 2013	10/04/13	\$1,089.00
U.S. Bank Corporate Payment System	4246044555703473/913	Telephone-General	09/25/13	\$436.27
U.S. Bank Corporate Payment System	4246044555703473/913	Telecom-Networking	09/25/13	\$42.00
U.S. Bank Corporate Payment System	4246044555703473/913	Vehicle & Equipment Fuel	09/25/13	\$230.01
U.S. Bank Corporate Payment System	4246044555703473/913	Automotive Supplies & Repairs	09/25/13	\$50.01
U.S. Bank Corporate Payment System	4246044555703473/913	Computer Equip & Supplies	09/25/13	\$86.79
U.S. Bank Corporate Payment System	4246044555703473/913	Misc. Small Tools	09/25/13	\$18.57
U.S. Bank Corporate Payment System	4246044555703473/913	Shipping Cost, VFD	09/25/13	\$114.70
U.S. Bank, N.A. Global Corp. Trust	2013/2	Debt Service Installment Discovery Bay	10/09/13	\$515,268.04
University Of California, Berkeley	1	Wetlands Demonstration Project	10/08/13	\$34,500.00
Veolia Water North America	31508	Monthly O&M Fee Sept 2013 & Retro May-Aug 2013	09/23/13	\$64,429.94
Veolia Water North America	31509	Monthly R&M Aug 2013	09/23/13	\$602.18

Wastewater Sub-Total \$641,764.19

Community Center

Community Center Sub-Total \$0.00

Grand Total \$784,261.35

Request For Authorization To Pay Invoices (RFA)
For the Meeting on October 16, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	387	Repair Low Voltage Lighting	10/03/13	\$150.00
American Retrofit Systems	388	Install Photo Cell Control	10/04/13	\$135.00
Big Dog Computer	BDC32978	Cleanup of Malware	10/01/13	\$225.00
Brentwood Ace Hardware	808/093013	Cornell Park, Pickle Ball	09/30/13	\$236.00
Brentwood Ace Hardware	808/093013	Cleaning Supplies	09/30/13	\$70.99
Brentwood Ace Hardware	808/093013	Community Center-Equip Rental	09/30/13	\$14.06
Brentwood Ace Hardware	808/093013	Grounds Maintenance	09/30/13	\$52.71
Brentwood Ace Hardware	808/093013	Repair Items	09/30/13	\$7.84
Brentwood Ace Hardware	808/093013	Misc. Repair Items	09/30/13	\$14.49
Brut Force Janitorial	10/2013	Janitorial Service Oct 2013	09/30/13	\$25.00
Brut Force Janitorial	10A	Community Center-Janitorial Service Oct 2013	09/30/13	\$225.00
Commercial Tree Care	16906	Clearance Trimming	09/16/13	\$315.00
Commercial Tree Care	16907	Deadwood Removal	09/16/13	\$235.00
Commercial Tree Care	16908	Pepper Tree Trimming Clipper	09/17/13	\$235.00
Commercial Tree Care	16962	Large Palm Tree Trimming	09/24/13	\$1,530.00
Commercial Tree Care	16963	Large Palm Tree Trimming	09/24/13	\$450.00
Discovery Bay Disposal	17-0001966/093013	Com 2 YD Bin	09/30/13	\$285.57
Express Employment Professionals	13052954-8	Admin Asst Week Ending 09/15/13	09/18/13	\$95.48
Express Employment Professionals	13052954-8	Community Center-Admin Asst Week Ending 09/15/13	09/18/13	\$183.51
U.S. Bank Corporate Payment System	4246044555703473/913	Newport	09/25/13	\$119.62
U.S. Bank Corporate Payment System	4246044555703473/913	Marina Rd	09/25/13	\$671.15
U.S. Bank Corporate Payment System	4246044555703473/913	Travel & Meetings	09/25/13	\$15.50
U.S. Bank Corporate Payment System	4246044555703473/913	Memberships	09/25/13	\$95.00
U.S. Bank Corporate Payment System	4246044555703473/913	Telephone-General	09/25/13	\$110.66
U.S. Bank Corporate Payment System	4246044555703473/913	Vehicle & Equipment Fuel	09/25/13	\$172.14
U.S. Bank Corporate Payment System	4246044555703473/913	Community Center-Vehicle & Equipment Fuel	09/25/13	\$42.34
U.S. Bank Corporate Payment System	4246044555703473/913	Community Center-Misc. Items	09/25/13	\$16.80
U.S. Bank Corporate Payment System	4246044555703473/913	Computer Equip & Supplies	09/25/13	\$146.45
U.S. Bank Corporate Payment System	4246044555703473/913	Misc. Supplies	09/25/13	\$3.29
U.S. Bank Corporate Payment System	4246044555703473/913	Community Center-Travel & Meetings	09/25/13	\$56.80
U.S. Bank Corporate Payment System	4246044555703473/913	Community Center-Telephone General	09/25/13	\$277.43
U.S. Bank Corporate Payment System	4246044555703473/913	Community Center-Monthly Software Charge	09/25/13	\$249.00
U.S. Bank Corporate Payment System	4246044555703473/913	Community Center-Broken Windows	09/25/13	\$130.29
Watersavers Irrigation Inc.	1381262-00	Misc. Areas	09/12/13	\$102.87
Watersavers Irrigation Inc.	1384242-00	Clipper Dr	09/19/13	\$13.60
Watersavers Irrigation Inc.	1385076-00	Marina Rd	09/23/13	\$125.85
Watersavers Irrigation Inc.	1385874-00	Marina Rd	09/25/13	\$14.19
Williams Sanitary Service	25385	Community Center-Toilet Rental	10/01/13	\$286.82
Total				\$7,135.45

Request For Authorization To Pay Invoices (RFA)
For the Meeting on October 16, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/093013	Playground Maintenance	09/30/13	\$33.99
Brentwood Tire Company	29809	Oil Change	09/26/13	\$40.77
Brut Force Janitorial	10/2013	Janitorial Service Oct 2013	09/30/13	\$240.00
Express Employment Professionals	13052954-8	Admin Asst Week Ending 09/15/13	09/18/13	\$190.96
MegaPath	4801540	Phone Bill Oct 2013	09/18/13	\$64.79
U.S. Bank Corporate Payment System	4246044555703473/913	Tools & Sundry Equip	09/25/13	\$65.09
U.S. Bank Corporate Payment System	4246044555703473/913	Memberships	09/25/13	\$60.00
U.S. Bank Corporate Payment System	4246044555703473/913	Telephone-General	09/25/13	\$92.23
U.S. Bank Corporate Payment System	4246044555703473/913	Vehicle & Equipment Fuel	09/25/13	\$322.12
U.S. Bank Corporate Payment System	4246044555703473/913	Misc. Small Tools	09/25/13	\$48.81
U.S. Bank Corporate Payment System	4246044555703473/913	Grounds Maintenance	09/25/13	\$79.35
Williams Sanitary Service	25385	Toilet Rental, Ravenswood	10/01/13	\$280.83
			Total	\$1,518.94



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 16, 2013

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Agency Comment Request – Development Plan Application – DP13-3033 – Pacific/Bowie – Tracy II

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Development Plan Application from Pacific/Bowie-Tracy II for consideration to modify the existing Safeway Gas Station monument sign located at 14800 Highway 4, corner of Highway 4 and Bixler Road.

The applicant is requesting approval of a modification to the existing monument sign for the Safeway Gas Station which will be adding additional information regarding the price of gas when using cash/debit and credit.

A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Agency Comment Request – DP13-3033

AGENDA ITEM: F-1

CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT
 COMMUNITY DEVELOPMENT DIVISION
 30 Muir Road
 Martinez, CA 94553-4601
 Phone: 925-674-7205
 Fax: 925-674-7258

TownOfDiscoveryBay CSD
 Received
 SEP 27 2013

Sens.
 9/26/13
 (4)



AGENCY COMMENT REQUEST

Date 9/25/13

We request your comments regarding the attached application currently under review.

<p style="text-align: center;">DISTRIBUTION</p> <p><u>Internal</u></p> <p><input checked="" type="checkbox"/> Building Inspection ___ Grading Inspection</p> <p>___ Advance Planning ___ Housing Programs</p> <p>___ Trans. Planning ___ Telecom Planner</p> <p>___ ALUC Staff ___ HCP/NCCP Staff</p> <p>___ APC Floodplain Tech ___ County Geologist</p> <p><u>Health Services Department</u></p> <p>___ Environmental Health ___ Hazardous Materials</p> <p><u>Public Works Department</u></p> <p><input checked="" type="checkbox"/> Engineering Services (Full-size) ___ Traffic</p> <p>___ Flood Control (Full-size) ___ Special Districts</p> <p><u>Local</u></p> <p><input checked="" type="checkbox"/> Fire District <u>East Contra Costa</u></p> <p>___ Sanitary District _____</p> <p>___ Water District _____</p> <p>___ City of _____</p> <p>___ School District(s) _____</p> <p>___ LAFCO _____</p> <p>___ Reclamation District # _____</p> <p>___ East Bay Regional Park District _____</p> <p><input checked="" type="checkbox"/> <u>Diablo/Discovery Bay/Crockett CSD</u></p> <p>___ MAC/TAC _____</p> <p>___ Improvement/Community Association _____</p> <p><u>Others/Non-local</u></p> <p>___ CHRIS – Sonoma State _____</p> <p>___ CA Fish and Wildlife, Region 3 – Bay Delta _____</p> <p><u>Additional Recipients</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Please submit your comments to:</p> <p>Project Planner <u>Daniel Barrios</u></p> <p>Phone # <u>(925) 674-7188</u></p> <p>E-mail <u>daniel.barrios@dcd.cccounty.us</u></p> <p>County File # <u>DP 13-3033</u></p> <p>Prior to <u>October 15, 2013</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p><u>No</u> Active Fault Zone (Alquist-Priolo)</p> <p><u>A</u> Flood Hazard Area, Panel # _____</p> <p><u>Yes</u> 60-dBA Noise Control</p> <p>___ CA EPA Hazardous Waste Site</p> <p style="text-align: center;">*****</p> <p>AGENCIES: Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.</p> <p>Comments: ___ None ___ Below ___ Attached</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Print Name _____</p> <p>Signature _____ DATE _____</p> <p>Agency phone # _____</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**CONTRA COSTA COUNTY Department of
Conservation and Development Community
Development Division**

**DEVELOPMENT PLAN APPLICATION
TO BE COMPLETED BY OWNER OR APPLICANT**

PROPERTY OWNER(S) Name Pacific/Bowie-Tracy II Address PO Box 3060 City, State/Zip Newport Beach, CA 92658 Phone (949) 760-8591 email	APPLICANT Name Steph... Elizabeth Schmidt Address 1315 La Vista Ave City, State/Zip Concord CA 94521 Phone 925 969 9778 email permitservices925@gmail.com
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner(s) By: Stephen Bowie, Partner Signature(s) <i>[Signature]</i>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature <i>[Signature]</i>
CONTACT PERSON (optional) Name Stephen R. Bowie Address PO Box 3060 City, State/Zip Newport Beach, CA 92658 Phone (949) 760-8591 email sbowie@pdgcenters.com	APPLICATION TYPE <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Certificate of Compliance <input checked="" type="checkbox"/> Other: Instructions on reverse side of this form

Project description (attach supplemental statement if necessary):
Safeway Fuel Center sign replacement

↓ FOR OFFICE USE ONLY ↓↓ FOR OFFICE USE ONLY ↓↓ FOR OFFICE USE ONLY ↓

Project description: The applicant requests approval to modify County file DP08-3035 to change the face of the existing monument sign for the Safeway gas station.

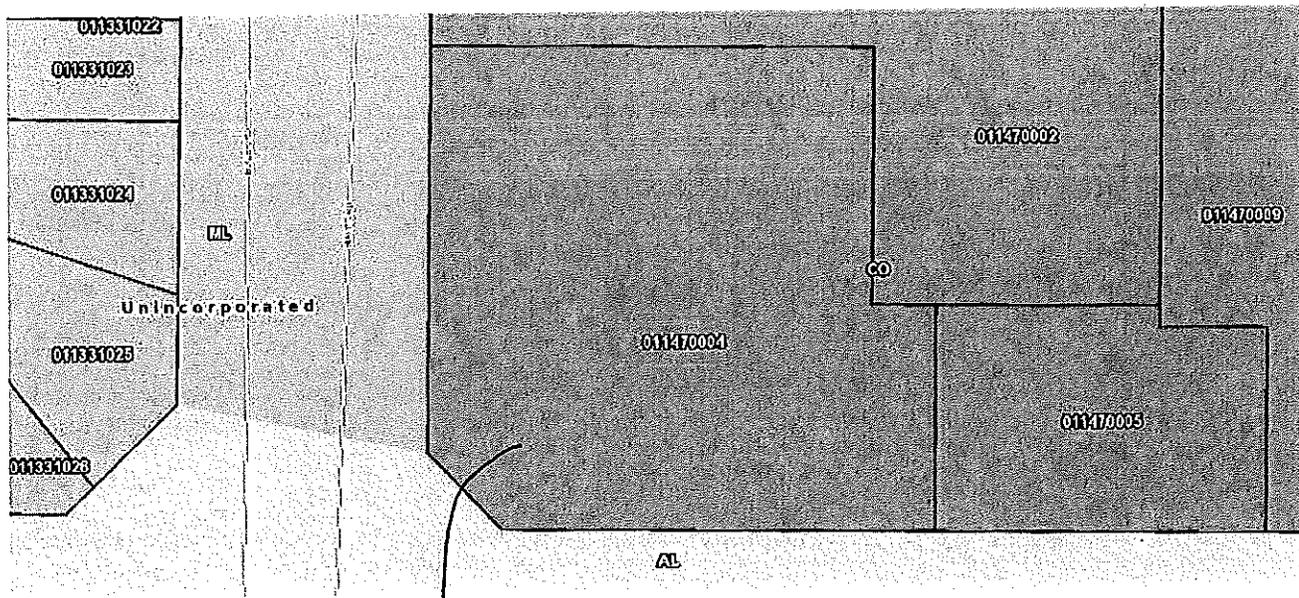
Property description: The subject property is identified as lot 4 of TRACT 8456.

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: Discovery Bay	Base Fee/Deposit Lot Line Adjustment	\$500.00	S-032	011-470-004
Fire District: East CoCo	*Base Fee/Deposit Certificate of Compliance	\$1,000.00		Site Address: 14800 Hwy 4
Sphere of Influence: N/A	*Base Fee/Deposit Other:	\$	S-	Zoning District: P-1 / GP: CO
Flood Zone: A	Notification Fee	\$30	S-052	Census Tract: 3040
x-ref Files: DP08-3035				Atlas Page: P-28
DP01-3032				Supervisory District: 3
Concurrent Files:				Received by: Jennifer
	TOTAL	\$ 1030 ⁰⁰		Date Filed: 9/18/13
	Receipt #			File # DP 13-3033

*Additional fees based on time and materials will be charged if staff costs exceed base fee.

INSTRUCTIONS ON REVERSE

General Plan: Commercial

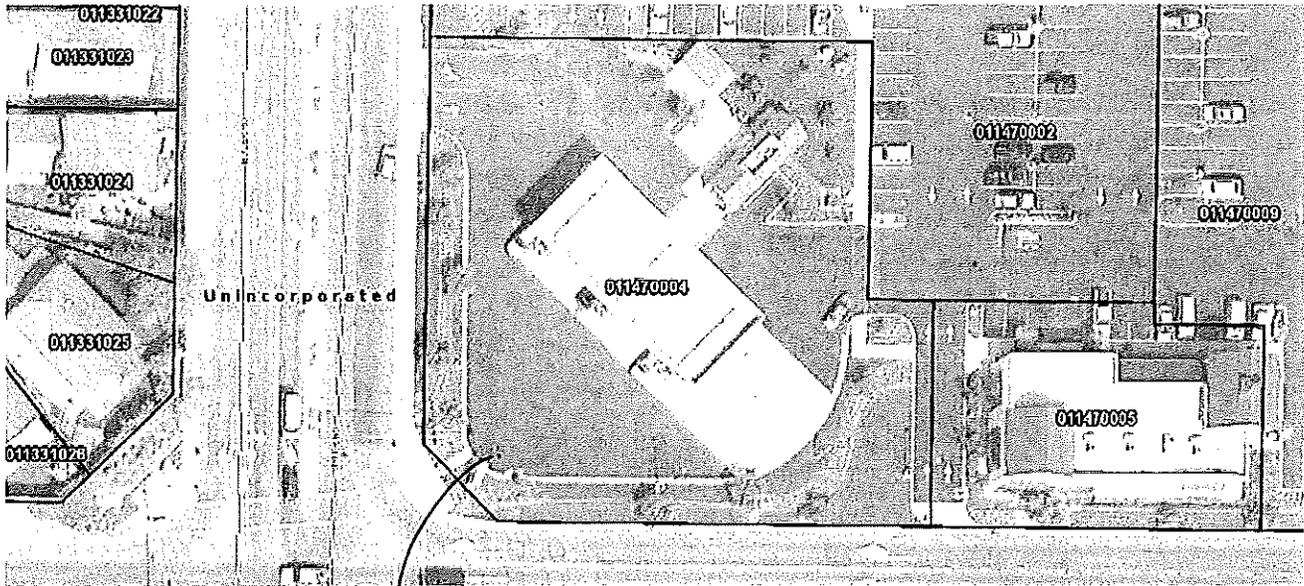


20 ft

© 2004-2012, Accela Inc. All Rights Reserved

↓
Site

Aerial Photo



20 ft

© 2004-2012. Accela Inc. All Rights Reserved

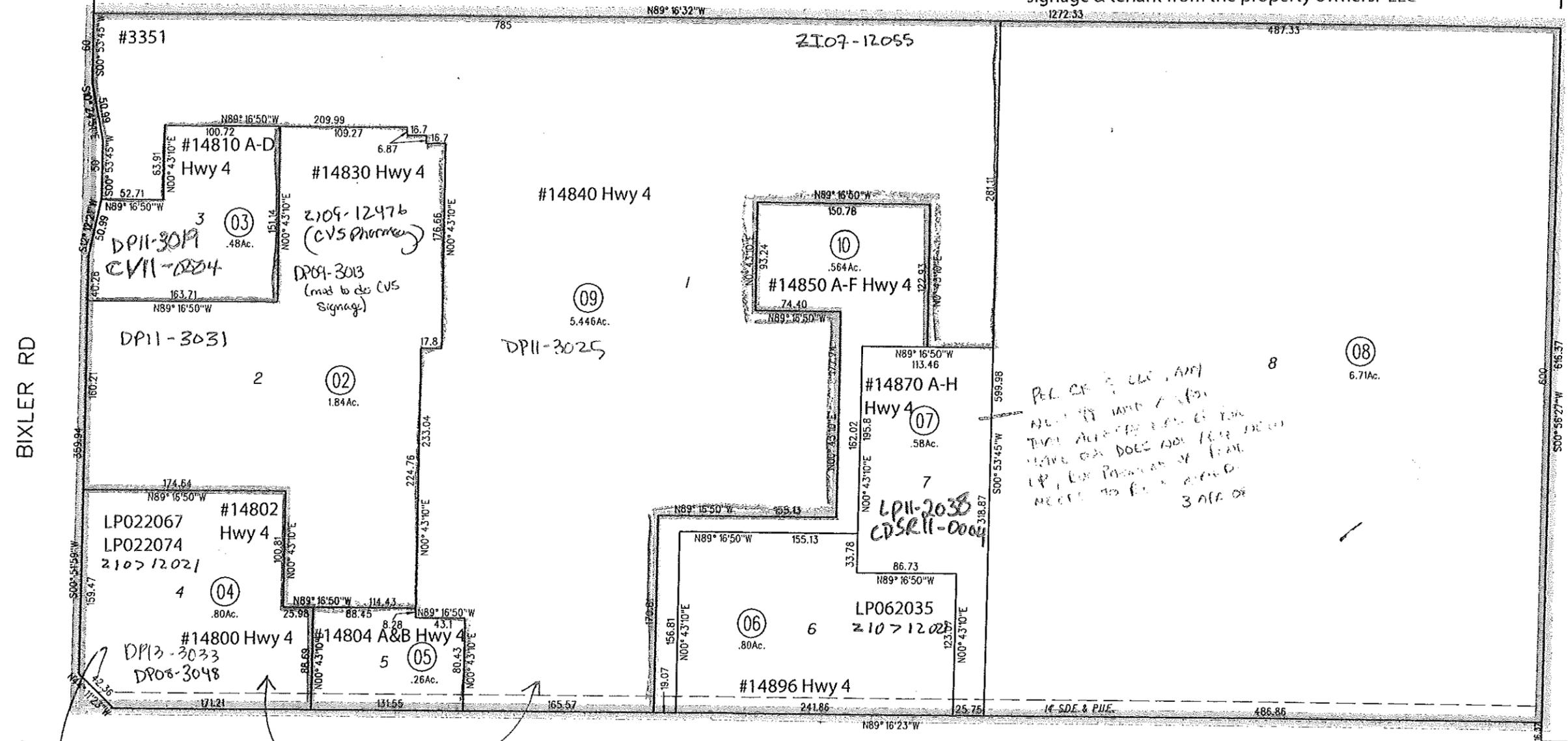
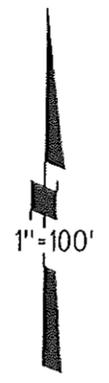
↓
site

2069-82	LL 02-69	ZI019021	SD007831
ZI-7856B	LL 02-70	FPP 55-02	LP002095
5-90-EC	LL 02-71		LP022039
2968-RZ	LL 02-72	DP013032	LP022077
3031-91		DP023025	LP022091
MS 39-91			LP022097

2003 ROLL - TRACT 8456 M.B. 446-43 (SANDY COVE)

All takeout restaurants require the submittal & approval of use permits. -LLC (New in addition to existing)

7-9-02 All tenant improvement requests require a stamped plan & a letter addressing approval of signage & tenant from the property owners. -LLC



19

JAN 8 2007

Site

Z107-12097
DP08-3035
(SAFELWAY & FUEL)
STATION SIGNS

RD FEES

ZM: P-28

470

10
8/18/03

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

21

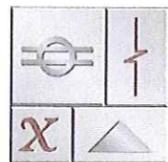


DP13-3033

#1917
14840 California 4
Discovery Bay, CA 94514



September 5, 2013



BLAIR SIGN
PROGRAMS

Megan Ramaglia

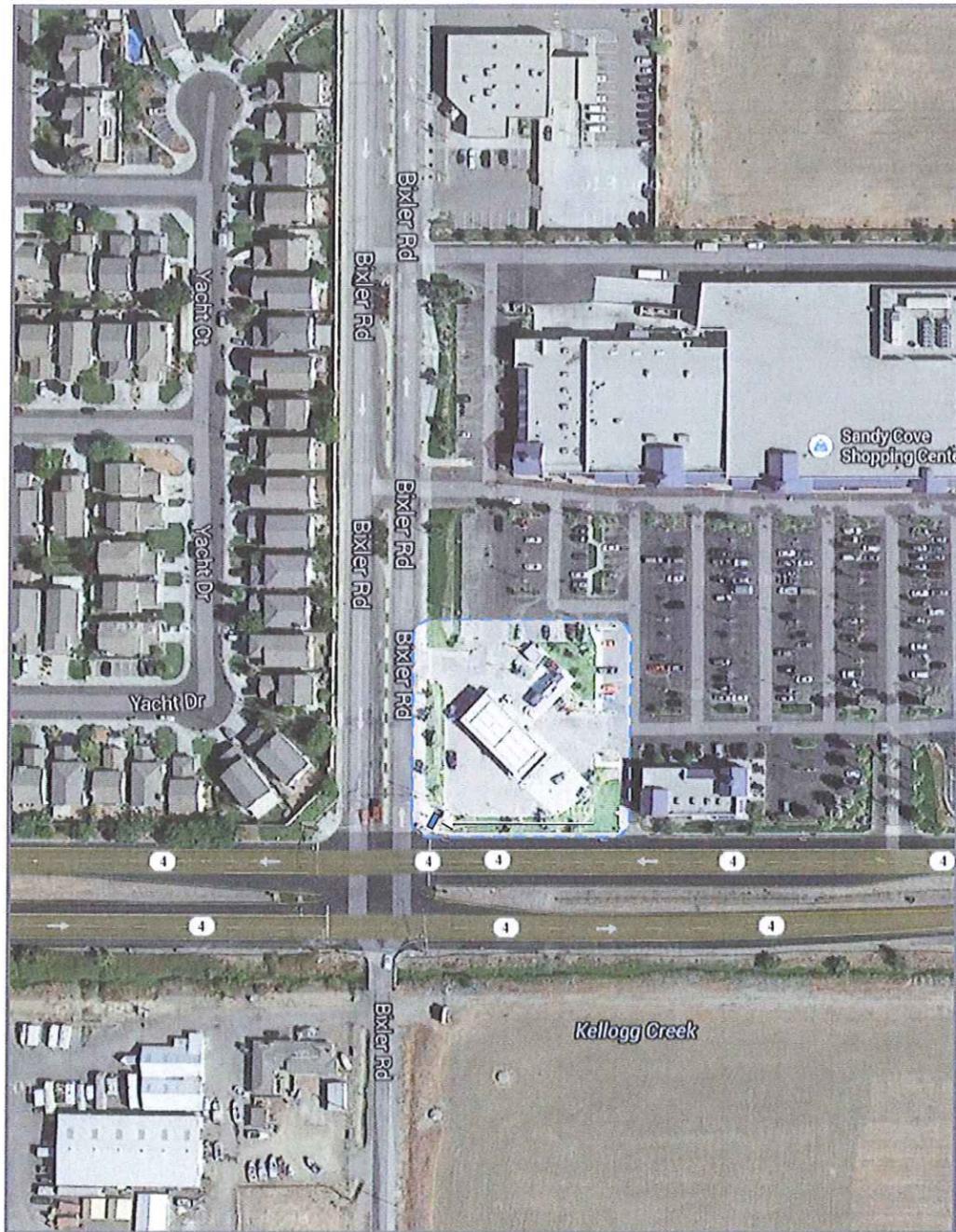
9932 Prospect Ave Studio 137
San Jose, CA 95071

megan@blairsign.net

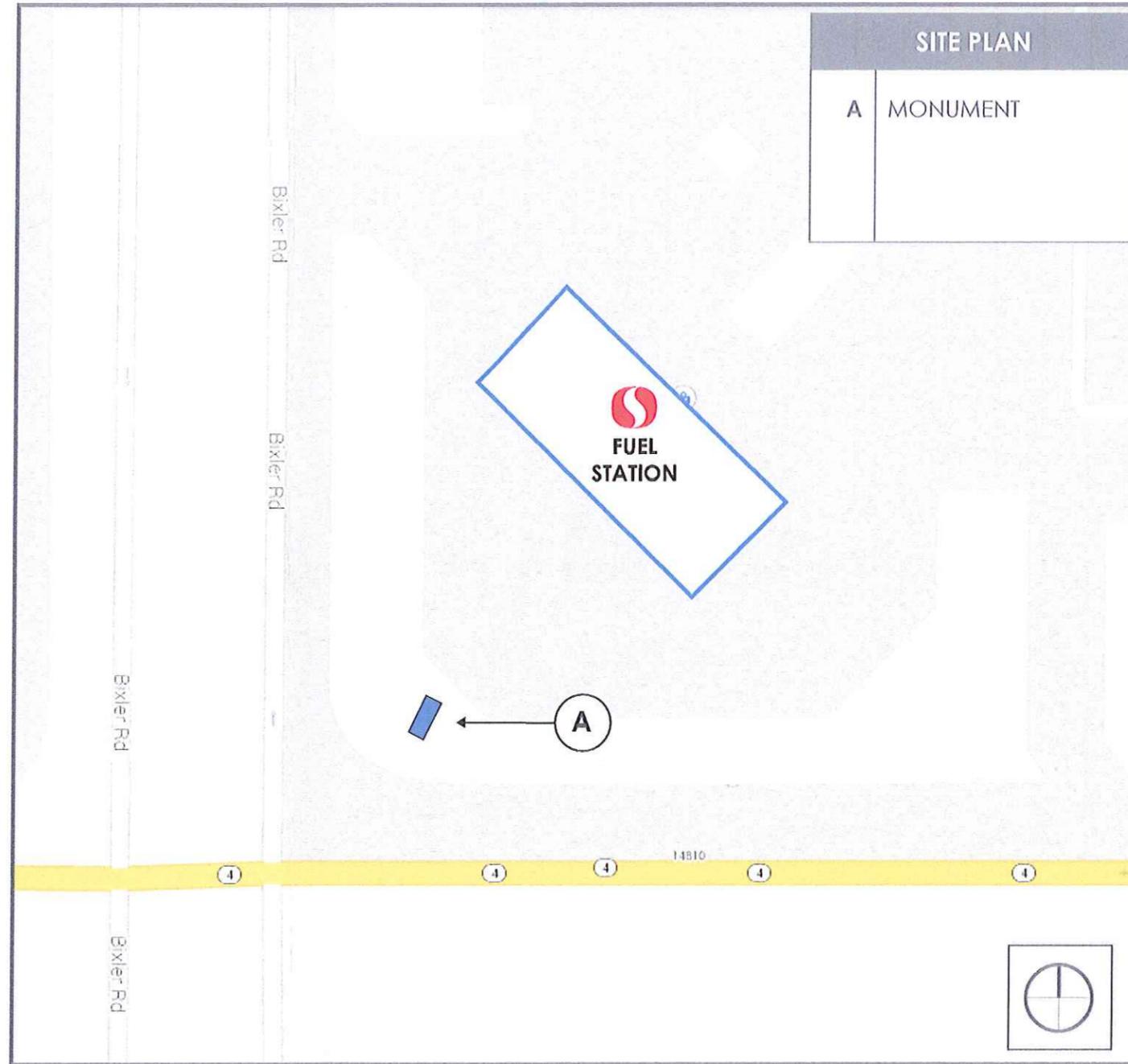
Northern California: (510) 337-9020
Southern California: (619) 792-1600
(510) 337-9029 fax (619) 792-1608 fax

California License #677503

- Design / Build
- Master Sign Programs
- Tenant Criteria
- Property Branding
- Sustainable Relevance
LEED • CalGreen • Governance

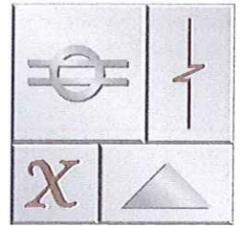


Satellite Map



Site Plan

SITE PLAN	
A	MONUMENT



BLAIR SIGN PROGRAMS

- Design / Build
- Master Sign Programs
- Tenant Criteria
- Property Branding
- Sustainable Relevance
LEED • CalGreen • Governance

9932 Prospect Ave
Studio 137
Santee, CA 92071

Northern California:
(510) 337-9020

Southern California:
(619) 792-1600

blair@blairsign.net
CA License #677503



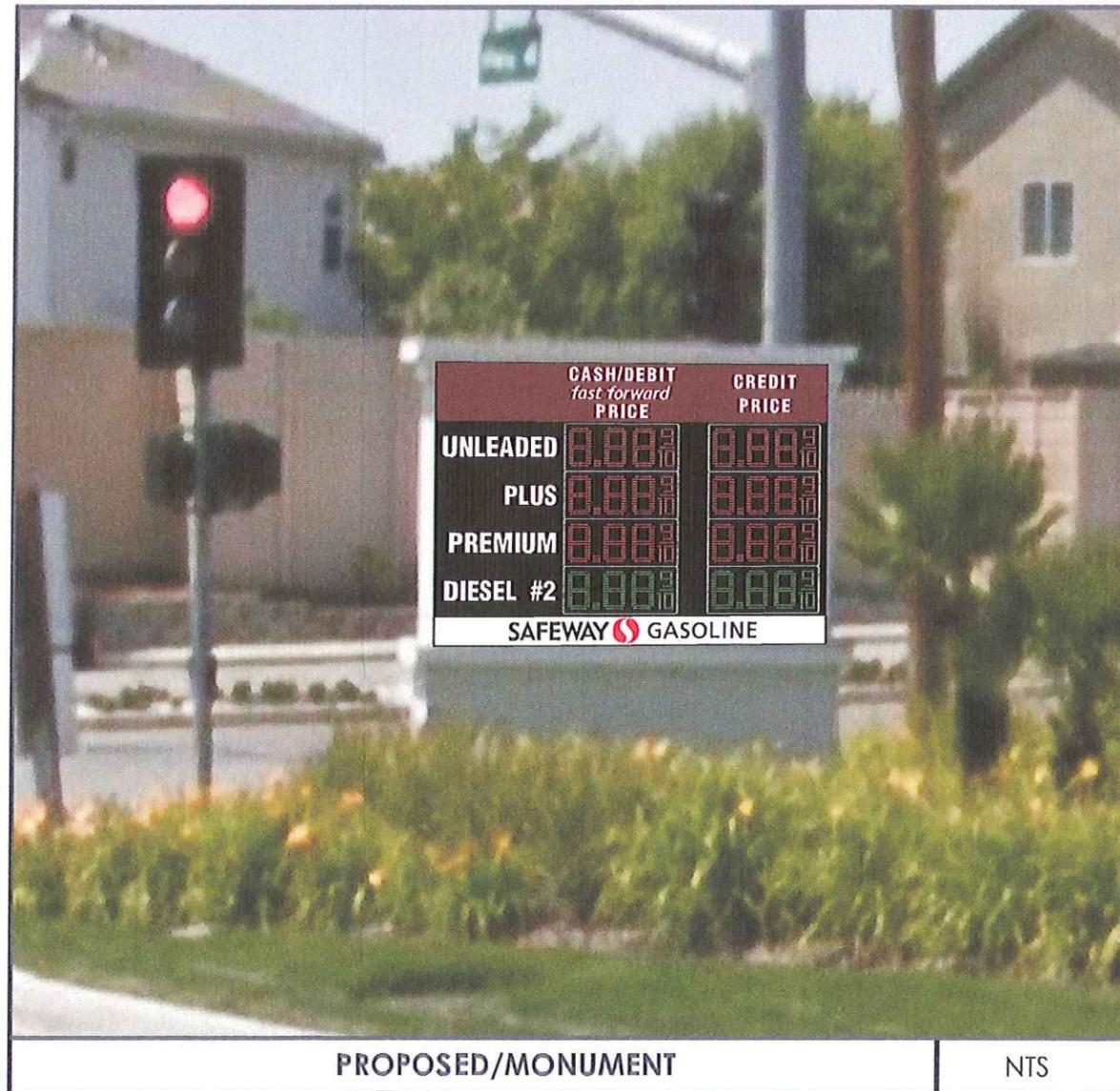
© 2013 BLAIR SIGN PROGRAMS

Site Plan



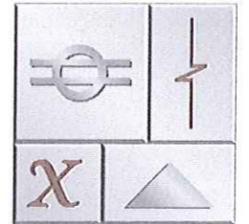
EXISTING

reface only
 existing 5'-8" x 7'10"
 proposed 5'-8" x 7'10"



PROPOSED/MONUMENT

NTS



BLAIR SIGN PROGRAMS

- Design / Build
- Master Sign Programs
- Tenant Criteria
- Properly Branding
- Sustainable Relevance
LEED • CalGreen • Governance

9932 Prospect Ave
 Studio 137
 Santee, CA 92071

Northern California:
 (510) 337-9020

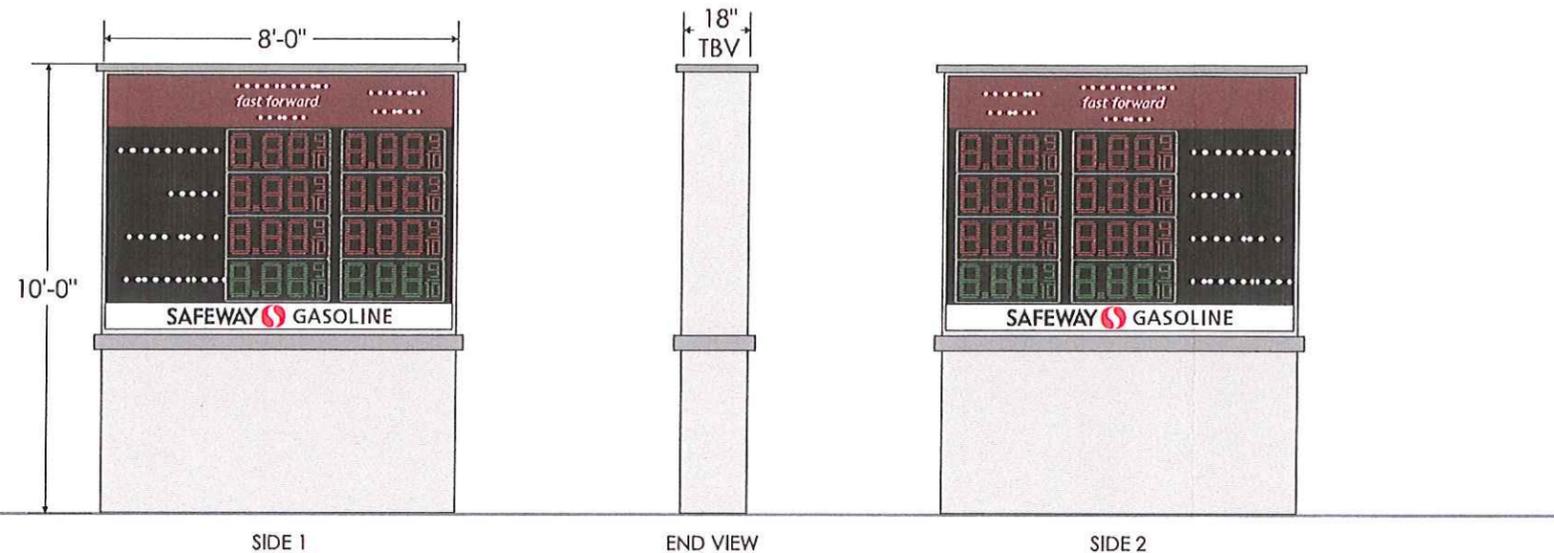
Southern California:
 (619) 792-1600

blair@blairsign.net
 CA License #677503



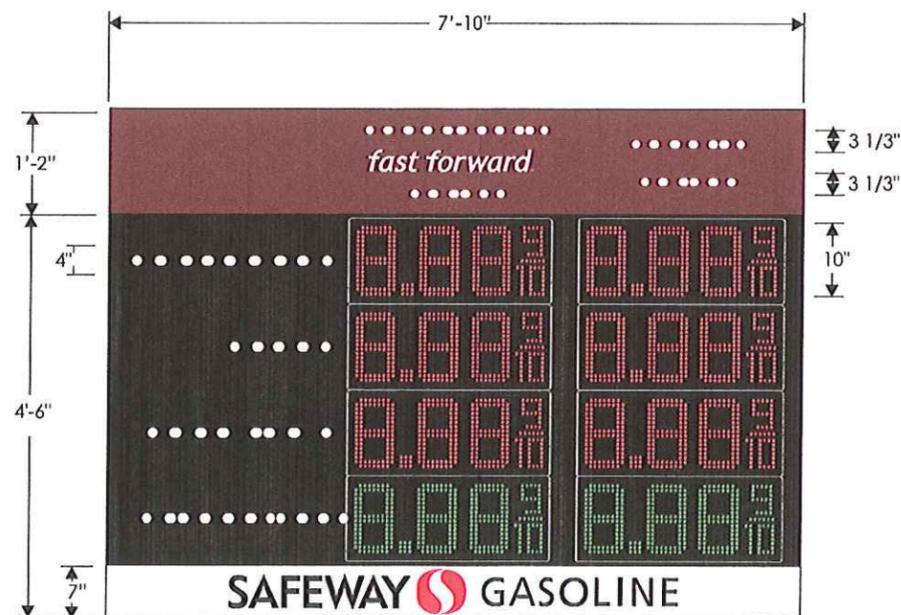
© 2013 BLAIR SIGN PROGRAMS

Sheet # 1



GAS PRICE CHANGER SPECIFICATIONS:

LED type	Discrete
LED color	Red, Amber, Green
Brightness	Direct sunlight visibility
Viewing angle	Up to 140 degrees horizontal
Operating temperature	-20°F - +140°F
Luminosity control	Automatic and manual dimension (10 levels)
Display controller	PCB solid state
Data Retention	Unlimited in time in the event of external power interruption
Connectivity methods	Wireless via industrial RF (standard), data wire, internet, 3G cell
Communication	RS/232, TCP/IP converter serial to ethernet
	Integrated control unit with LCD and price confirmation capability
Price change confirmation	Yes
Sleep mode	Yes
Power pack	Switching power supply mounted inside weather-proof enclosure
Operating voltage	Input: 100-240V AC
Price panel	Weather-proof low profile aluminum enclosure provides maximum protection for electronic components
	No glare
Weather Proofing	IP65 / IP54 (FRONT/REAR)
Manufacturer warranty	3 - Years
UL Certification	Yes



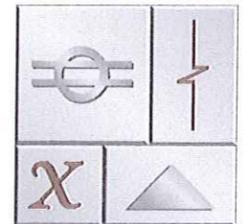
SCOPE OF WORK

Remodel one (1) existing, double-sided, internally illuminated monument sign featuring LED fuel price displays as shown and as follows:

- Remove and haul-off existing LED price displays
- Manufacture and install two(2) new, single-sided fuel price LED displays with 10" numerals
Each display to have four products with two price categories.
- Remove and haul-off existing LED price displays
- Header panel with price categories to be translucent, sign white, 3/16" acrylic with vinyl overlays and show-through copy/graphics. Panel to be removable for future copy changes and/or updates.
- Footer panel with brand ID to be translucent, sign white, 3/16" acrylic with vinyl copy/graphics. Panel to be removable for future copy changes and/or updates.

COLOR SCHEDULE

1	DE 6172 "Bungalow Toupe"	7	3M 3630-22 Black
2	DE 760 "Desert Grey"	8	3M 3630-53 Cardinal Red
3	BM HC104 "Copley Grey"	9	3M 3630-20 White
4	Quartzitic Sandstone	10	P.T.M. PMS 1815 C
5	Black Satin Finish		
6	White Satin Finish		
			HELVETICA NEUE CONDENSED BLACK



BLAIR SIGN PROGRAMS

- Design / Build
- Master Sign Programs
- Tenant Criteria
- Property Branding
- Sustainable Relevance
LEED • CalGreen • Governance

9932 Prospect Ave
Studio 137
Sanlee, CA 92071

Northern California:
(510) 337-9020

Southern California:
(619) 792-1600

blair@blairsign.net
CA License #677503



© 2013 BLAIR SIGN PROGRAMS

Sheet # 2



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 16, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Draft Request for Proposal regarding future consideration of the formation of a Town of Discovery Bay Strategic Plan

Recommended Action

No Action Necessary at this time.

Executive Summary

Many organizations, including public agencies, develop and implement a strategic plan that articulates a clear vision of that agency's future for short term, midterm and long term periods of time, generally 20-25 years. The contents and deliverables of the Strategic Plan are then integrated into the organizational philosophy and guide both elected officials' and staffs' actions for a successful implementation. The Strategic Plan includes benchmarks and milestones that measure progress toward achieving the strategic goals and objectives that are identified in the Plan. A strategic plan also helps determine where to spend time, human capital, and resources.

The process of developing the Town's strategic plan will include an in-depth examination of the Town's core mission and establish its mission, vision, values, and goals so as to be both responsive and adaptive to current and anticipated changes in the economic environment.

A Draft Request for Proposal for possible planning consultants has been developed and is attached as a part of this report. This RFP is not being distributed at this time. Staff is only presenting the concept of developing a Strategic Plan and will come back to the Board with a recommendation later this year for formal consideration.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Draft Strategic Plan RFP

AGENDA ITEM: F-2



TOWN OF DISCOVERY BAY
REQUEST FOR PROPOSALS (RFP)
FOR
LOCAL GOVERNMENT STRATEGIC PLANNING

"Strategy without Process is little more than a Wish List"

Due: Tuesday, December 17, 2013 no later than 3:00 p.m.

**TOWN OF DISCOVERY BAY
NOTICE INVITING REQUEST FOR PROPOSALS (RFP)
FOR
LOCAL GOVERNMENT STRATEGIC PLANNING CONSULTANT**

NOTICE IS HEREBY GIVEN that the Town of Discovery Bay is seeking technical assistance from a qualified consultant to create a Strategic Plan for the Town of Discovery Bay. The Proposal (Qualification Statement) and Fee Proposal must be submitted to the Town of Discovery Bay, 1800 Willow Lake Rd., Discovery Bay, CA 94505, no later than 3:00 p.m. on Tuesday December 17, 2013. Attention: Rick Howard, General Manager. **POSTMARKS WILL NOT BE ACCEPTED.**

DESCRIPTION OF WORK: Provide all services as outlined in the “Local Government Strategic Plan” RFP package.

RFP TIMELINE:

Issue RFP	November 4, 2013
Deadline for Questions Submitted in Writing	November 22, 2013
Response to Written Questions	December 6, 2013
Deadline for Submittal	December 17, 2013, 3:00 PM
Proposal Review and Evaluation	December 18, 2013 - January 3, 2014
Interviews with selected firms	Week of January 13, 2014
Town Board of Director’s Approval	February 4, 2014

PLACE OF RFP RESPONSES SUBMITTALS:

Town of Discovery Bay
Attn: Rick Howard, General Manager
1800 Willow Lake Rd.
Discovery Bay, CA 94505
(925) 634-1131

The RFP can be obtained at the Town of Discovery Bay District Office, 1800 Willow Lake Rd., Discovery Bay, CA 94505 or can be reviewed and printed from the Town of Discovery Bay website at www.todb.ca.gov.

Table of Contents

SECTION 1.	GENERAL STATEMENT	4
SECTION 2.	PURPOSE	4
SECTION 3.	PROJECT DESCRIPTION	6
SECTION 4.	BUDGET	6
SECTION 5.	PROJECT SCHEDULE	6
SECTION 6.	CONSULTANT'S QUALIFICATIONS	7
SECTION 7.	INSURANCE AND INDEMNIFICATION	7
SECTION 8.	STANDARD AGREEMENT	7
SECTION 9.	ELIGIBILITY	7
SECTION 10.	SCOPE OF SERVICES	7
SECTION 11.	SUBMISSION OF PROPOSALS	9
SECTION 12.	SERVICE PROPOSAL: CONTENT & ORGANIZATION	9
SECTION 13.	FEE PROPOSAL: CONTENT & ORGANIZATION	12
SECTION 14.	SELECTION PROCEDURE	13
SECTION 15.	REQUEST FOR ADDITIONAL INFORMATION	14
SECTION 16.	SCHEDULE OF EVENTS	14
ATTACHMENT A -	SAMPLE STANDARD AGREEMENT	See ATTACHMENT

SECTION 1. **GENERAL STATEMENT**

Located in eastern Contra Costa County, the Town of Discovery Bay is nestled in the evening shadows of Mount Diablo and along the banks of the rich and environmentally sensitive California Delta.

With a population of 13,000 and growing, the Town of Discovery Bay Community Services District (TODB) serves as Discovery Bay's local government, tasked with handling water, sewer, parks, landscaping and recreation.

The Town's publically-elected 5-member Board makes decisions on behalf of the community, while the District's General Manager and staff direct day-to-day operations.

Additional information about the Town is available on our website at www.todb.ca.gov.

SECTION 2. **PURPOSE**

The Town of Discovery Bay wishes to develop and implement a strategic plan that will articulate a clear vision of its future that is integrated with an organizational philosophy and guide elected officials' and staffs' actions for its successful implementation. The plan will include benchmarks or milestones that measure the Town's progress toward achieving its strategic goals and objectives.

The process of developing the Town's strategic plan will include an in-depth examination of the Town's core mission and establishing its vision, mission, and goals so as to be both responsive and adaptive to current and anticipated changes in the economic environment (i.e., new economic normal).

The Town Board of Director's meets early each calendar year to identify its goals for the upcoming fiscal year. The goals identified help dictate the budget priorities and objectives included in the annual operating budget. Over the past few years, these goals have focused on tackling a backlog of unmet infrastructure needs, ensuring financial sustainability, improving environmental stewardship, and fostering community engagement.

The Town of Discovery Bay has worked diligently toward meeting established and articulated goals and has accomplished many successes. In late 2009, the Town's facilities had begun to show signs of wear. In mid-2010, the District hired Stantec Engineering to conduct a ten-year Wastewater Master Plan (WWMP). The plan encompassed a comprehensive review of the District's wastewater infrastructure and processes. Included in the analysis were the potential impacts future development (both commercial and residential) would have on existing infrastructure. The WWMP identified a long-range capital improvement program based upon the following; (1) ongoing capital maintenance issues, (2) existing capital deficiencies, and (3) future capital needs based upon build out of the identified future development.

Also in mid-2010, the District hired the engineering firm of Luhdorff and Scalmanini to conduct a ten-year Water Master Plan (WMP). That plan encompassed a comprehensive review of the District's water infrastructure and processes.

Included in the analysis were the potential impacts future development (both commercial and residential) would have on existing infrastructure. The Master Plan identified a long-range capital improvement program based upon the following; (1) ongoing capital maintenance issues, (2) existing capital deficiencies, and (3) future capital needs based upon build out of the identified future development.

Both Master Plans were completed in 2012 and accepted by the Town of Discovery Bay's Board of Directors in February 2013.

In the spring of 2011, a review of the District's water and wastewater rate structure was conducted by the engineering firm of Hornberger Engineering. Using the data contained in the master plans, the District conducted a Proposition 218 hearing and adjusted rates appropriately (over the two-year period FY 2011/12 and FY 2012/13) to provide the necessary financial resources to upgrade and improve existing water and wastewater facilities.

During the summer of 2012, the District formed a Joint Powers Authority with neighboring Byron Bethany Irrigation District paving the way for the establishment of the Discovery Bay Public Financing Authority (DBPFA). In August 2012, and with a Standard and Poor's Municipal Bond Rating of AA-, the DBPFA issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified in the aforementioned master plans (a copy of the prospectus can be located at www.todb.ca.gov). Revenues to support the long term debt were established as a part of the rate structure identified in the Hornberger rate study and provided the District the ability to meet their long term capital needs, as well as their financial and capital obligations well into the future.

In August 2012, the District consulted with Bartle Wells Associates (a public finance consulting firm based in Berkeley) to perform a Capacity Fee Study. This study evaluated and assessed a value to all existing and future District facilities, and developed a capacity fee by fairly assigning the cost of improvements to existing and future customers and to calculate capacity fees that recover these costs. The resulting fees ensure that existing rate payers do not pay for new development and that new development pays their way.

At the Board meeting of March 20, 2013, the Board of Directors again contracted with Bartle Wells Associates to conduct a four-year water and wastewater rate study. This study evaluated the future needs of the District (both capital and operating) and assigned a rate structure that sustains the business functions of the District into the foreseeable future. The adopted rates over the four year forecast period is 2.7% for FY 2013-14, and 4% for each subsequent year through FY 2017-18.

The intent of this Request for Proposals (RFP) is to establish the Town of Discovery Bay's high expectations by clearly articulating the specifications, terms and conditions governing the selection of a highly qualified professional consulting firm that has completed similar Strategic Plans in other communities with similar demographics found in the Town of Discovery Bay. All submittals must be formatted as specified in this RFP, and shall take into consideration all other information included in the Appendices.

Submittals that do not include all of the elements as specified, or that deviate from the proposed format and content as specified, may be deemed "non-responsive" by the evaluation committee and eliminated from further consideration.

SECTION 3. PROJECT DESCRIPTION

The Town of Discovery Bay is desirous of developing a Strategic Plan to be completed proactively and transparently with community participation. The process should allow for both active and passive involvement ensuring diverse and extensive community participation.

SECTION 4. BUDGET

The Town Board of Director's appropriated \$XX,XXX for strategic planning services.

SECTION 5. PROJECT SCHEDULE

The selected planning consultant will begin preparatory meetings with the Town General Manager and Town Board of Director's immediately following the selection process and it is anticipated that the entire process will continue for a period of 4 to 6 months.

SECTION 6. CONSULTANT’S QUALIFICATIONS

The Town will only give serious consideration to those applicants who have clearly demonstrated successful past experience with similar cities and communities. The local government strategic planning consultant will be selected based on their professional qualifications and demonstration of successful past experience and relevant projects.

In addition, the Town of Discovery Bay will review the selected strategic planning consultant firm’s ability to meet schedules, coordinate effectively with Town staff, work effectively with key groups (e.g., Town Board of Director’s, commissions, residents, etc.), and work within budget limitations. The selection criteria are further described in Section 14.

The Town of Discovery Bay is an Equal Opportunity Employer. The successful strategic planning consultant firm shall comply with all applicable laws.

SECTION 7. INSURANCE AND INDEMNIFICATION

Proposers shall be required to comply with the indemnification provisions contained in the Standard Agreement. Successful proposer shall procure, maintain, and provide the Town of Discovery Bay with proof of insurance coverage for all the programs of insurance along with associated amounts specified in Section 16 “Indemnification” and Section 17 “Insurance” in the Standard Agreement (see Attachment “A”).

SECTION 8. STANDARD CONTRACTUAL AGREEMENT

The exact scope of services required by the Town will be set forth in the Standard Contractual Agreement between the Town of Discovery Bay and the successful firm; a sample copy of the Town’s Standard Contractual Agreement has been attached to this RFP for your prompt review and reference (see Attachment “A”). Please identify in writing any exceptions to or deviations from the Town’s provided Standard Contractual Agreement. The Town of Discovery Bay reserves the right to modify the agreement language at any time prior to award of the agreement by the Town Board of Director’s.

SECTION 9. ELIGIBILITY

A strategic planning consultant firm may associate with other firms by sub-consultant agreement for the successful completion of this project with the Town’s approval. The strategic planning consultant firm and sub-consultants must be licensed to practice in their respective fields of specialization by the State of California. Joint venture efforts will be considered by the Town.

SECTION 10. SCOPE OF SERVICES

The Town of Discovery Bay is seeking qualified local government strategic planning consultants. The successful firm will work directly with the Town’s representatives and/or other consultants in the fulfillment of these duties as described in this request.

The Town of Discovery Bay Strategic Plan should be a “living document” and should undergo periodic review and adjustment to reflect progress towards achievement of goals and/or modifications of goals. The Town of Discovery Bay Strategic Planning process and final document should provide a work plan for the next five years and a vision for the 2025 and 2035 forecast horizons.

TASKS

- 1) Preparatory meetings with Town Board of Director’s and Town General Manager.
- 2) Encourage engagement and spark the interest and excitement of active/passive residents; business and property owners; Town officials/administration and staff; and others in the future potential of the Town.
 - Develop and initiate a public involvement program and proposed methodology for outreach.
- 3) Provide a process that allows general alignment and focus of the Town Board of Director’s, Town Management, and staff in addition to citizens, business interests, community groups, etc. to foster a sense of cohesion as to the Town’s strategic direction.
 - Facilitate strategic planning workshops with key groups (e.g., Town Board of Director’s, Town Staff, Chamber of Commerce, etc.).
- 4) Help the Town of Discovery Bay decide what it “wants to be” in the future, including identification of what makes the Town of Discovery Bay unique and special, and how the Town can position itself to be prepared for the future while still retaining those qualities.
- 5) Serve as a way to organize and prioritize Town initiatives and resources to achieve specific goals within a defined period of time (e.g., five year timeframe in the short term, and 10 to 20 year timeframe in the long term) with specific performance measures.
- 6) Transform the conceptual goals of the visioning process into realistic, achievable targets.
- 7) Generate new ideas and discussion about the built environment, economic development, environmental and fiscal sustainability, sense of place, and the Town’s overall identity.
- 8) Chart an effective, considerate, and innovative course of action for the Town’s future, setting priorities and maximizing innovative opportunities.
- 9) Team building and executive coaching/mentoring.

DELIVERABLES

- 1) Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis and the Town’s Environmental Scan at both the micro and macro levels.
- 2) Outreach data and Template Material for Community Outreach
- 3) Final Reports to include:
 - Strategic Plan (vision, mission, values, goals, and strategies)
 - Short term – five year
 - Intermediate term – six to 10 year

- Long term – 10 to 20 year
- Implementation Plan (blueprint for Strategic Plan)
 - Key tasks
 - Timeline
 - Resources needed and currently available
 - Staff assigned
 - Milestones and success measures

In addition, the selected consultant will be expected to utilize any Town documents they it deems appropriate to assist in this effort.

SECTION 11. **SUBMISSION OF PROPOSALS**

All proposal submittals must conform to the prescribed format described in this Section, Section 12 (Service Proposal) and Section 13 (Fee Proposal). Any submittal that deviates from this format may be rejected without review at the Town of Discovery Bay's sole discretion. All costs for proposal preparation or subsequent interview preparation shall be at the expense of the proposer and shall not be included in the fee proposal.

DRAFT

Services Proposal

Firms wishing to respond to this request must supply the information requested in this RFP by the date and time required. All submittals shall be in an 8 ½” x 11” format. Foldout 11” x 17” pages may be used to exhibit projects. All submittals must have an executive summary, numbered pages and a table of contents.

The document shall be typed and shall not exceed 30 pages of written material, with minimum 10 point font. Double-sided pages will count as two pages. The 30 page limitation includes any written, photographic or graphic material contained in the body of the proposal and any appendices. The limitation does not include the cover, cover letter, table of contents or index, and blank tab pages. Proposers should not include unnecessary elaborate or promotional material. Number each page, beginning with the first page of the Executive Summary.

Fee Proposal

The fee proposal submittal must have a cover letter on the prime’s letterhead, reference this project; and include the names of all firm team members. The submittal should be in an 8 ½” x 11” format, although 11” x 17” foldout pages may be used. There is no page limitation to the fee proposal. The fee proposal shall be submitted in a sealed envelope, separate from the response to the RFP. Clearly label the sealed envelope with firm name and “Fee Proposal – Town of Discovery Bay Strategic Planning.”

Submit the original and eight additional copies of your Service Proposal along with one copy of your Fee Proposal placed in a separate sealed envelope. All documents shall be submitted in one container or package to:

Town of Discovery Bay
Attn: Rick Howard, General Manager
RE: Local Government Strategic Planning
1800 Willow Lake Rd.
Discovery Bay, CA 94505

SECTION 12. SERVICE PROPOSAL: CONTENT & ORGANIZATION

All proposals must be submitted in the prescribed format and must address all of the following in the order shown. Any proposal that deviates from this format may be rejected without review at the Town’s sole discretion.

Cover Letter

The Cover Letter shall be addressed to Rick Howard, General Manager, and shall include the legal name of the company, corporate address telephone and fax numbers. Include name, title, address, and telephone number of the contact person identified. Acknowledge receipt of all addenda, if any. Include a statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of the submittal. Include a signed statement, by an officer of the firm with authority to bind the firm in event of an agreement, attesting that all information submitted with the proposal is true and correct.

Table of Contents

Include a table of contents in your proposal. Tabs or a divider between each section is encouraged.

A. Executive Summary

Provide a summary of the significant information contained in the proposal. Highlight and summarize your qualifications and strengths that will single out your firm as the best firm to accomplish this project.

B. Understanding of and Approach to the Project

- I. Provide a summary of your approach to the project.
- II. Discuss your understanding and approach to the challenges of this project.
- III. Indicate participation the firm will require from the Town staff and consultants.
- IV. Attendance in community engagement presentations will be required.
- V. Describe your approach to effective interaction with community groups.

C. Process

- I. Provide an outline of quality control and procedures to coordinate the collection of public input.
- II. Describe your approach to formatting Town Board of Director's and Town staff workshops.
- III. List the required information expected from the Town of Discovery Bay by major task.
- IV. Provide a statement as to how you will manage the flow of information between members of the team: the Town Board of Director's, General Manager, businesses, and the public.

D. Experience on Similar Projects

- I. Provide a list and description of similar projects completed within the last five years of similar scope and complexity. Include the following information:
 - a. Project Name and Location;
 - b. Brief project description;
 - c. Total Project budget;
 - d. Project duration;
 - e. Names of firms team members; and
 - f. References for each cited Project.

II. Provide a list and description of current projects. Include the following information:

- a. Project Name and Location;
- b. Brief Project description;
- c. Total project budget;
- d. Anticipated Project duration;
- e. Names of firms team members; and
- f. References for each cited Project.

E. Experiences in Controlling Project Cost/Design Schedule

- I. Provide a statement of the firm's philosophy with respect to cost and budget control during the process, demonstrating experience and ability to remain within a given budget.
- II. Provide a statement of the firm's philosophy with respect to schedule control. Describe your approach to meeting the schedule for this process
- III. For the projects completed in the last five years listed for item D above, provide for this section the following information:
 - a. The date the contract was awarded;
 - b. The schedule for the complete process;
 - c. List the completed deliverables;
 - d. Budget established; and
 - e. Completion date.

F. Proposed Organization and Staffing

- I. Identification of Firm: State the year the firm was established. Include a brief description of the organization, its constituent parts and size variation in the last five years.
- II. Provide a description of the organizational structure and staffing to be used for the project. Include an organizational chart. Also provide the following:
 - a) The resume of the lead to be assigned to the project;
 - b) Name of the consulting firms, the lead of the consulting firms to be assigned to this project, their resume, and a list of projects he/she completed within the last three years; and
 - c) The resumes of the balance of the consulting team.
- III. For the lead individuals indicate an estimate by name of the percentage of that person's time that will be devoted to the process.
- IV. Separately describe the experience and background qualifications of the members of the project team functioning together on similar projects.
- V. Current Projects: Provide a summary of all projects for which consultants to your (PRIME) firm is currently providing services. What is the total estimated value of projects currently under contract? Identify the clients with whom there have been repeated associations.

- G. Financial Standing
 - I. Provide a statement that the Prime and sub consultants (if any) are in good financial standing.
 - II. Amounts and carriers of both general and professional liability insurance.
- H Exceptions to Standard Agreement
 - I. List exceptions, if any, to the Standard Agreement.

SECTION 13. FEE PROPOSAL: CONTENT & ORGANIZATION

The fee proposal must have a cover letter on the prime consultant’s letterhead, which references this project and includes the firm names of all team members. The fee schedule shall include the number of personnel hours, sub-consultants, and other direct costs listed by type of work (e.g., workshop facilitation, deliverables, etc.). Indicate reimbursable expenses. Include hourly fee schedules for the prime and each subconsultant and include a “Not-to-Exceed” or a “Lump Sum” total project fee.

In addition, include a summary of your total costs in a table as follows:

Description	Amount	Percentage of Fee
a. Preparatory Meetings	\$XX,XX	%
b. Workshops	\$XX,XX	%
c. Public Outreach	\$XX,XX	%
d. Deliverables	\$XX,XX	%

SECTION 14. SELECTION PROCEDURE

A review committee will evaluate all responses to this RFP that meet the submittal requirements. Local government strategic planning consulting firms will be selected based on professional qualifications and demonstrated competence, according to the responses to information required in the RFP, as follows:

- Evaluation of Approach (30 points)
- Firms Past Experience on Projects of Similar Size and Scope (35 points)
- Proposed Organizational Structure and Key Staff (30 points)
- Completeness of proposal and adherence to requirements (5 points)

Proposals will be evaluated and ranked. The selection panel will select those firms that best meet the requirements of the Town of Discovery Bay and will interview them accordingly. The fee proposals will not be used in establishing the ranking.

A single set of interviews will be held to select a local government strategic planning consulting firm. Finalists will be interviewed by a selection panel. Approximately 35 minutes will be allowed for presentation and 25 minutes for questions by the selection panel. All principal team members must participate in the interview. Your proposed Project Manager must lead the presentation. Firms selected for interviews should emphasize their approach to linking various Master Plans into strategic planning (as opposed to reiterating qualifications or discussing generic issues that might apply to any project).

Fee negotiations will commence with the top ranked firm as determined after the interviews. If a fee cannot be agreed upon, or if negotiations are not complete at the end of five working days, negotiations with the first firm will cease and will commence with the second firm, etc.

SECTION 15. REQUEST FOR ADDITIONAL INFORMATION

Firms may submit written questions regarding this RFP in person or by e-mail. Unwritten questions will not be answered. All questions must be received by the date and time given in Section 16.

When submitting questions, please specify the section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the questions can be quickly found. The Town reserves the right to group similar questions when providing answers. The Town will not identify the source of any question. The Town will issue an Addendum to the RFP that compiles and answers all questions.

Questions should be made in writing and addressed to:

Town of Discovery Bay
 Rick Howard, General Manager
 Local Government Strategic Planning Consultant
 1800 Willow Lake Rd.
 Discovery Bay, CA 94505
[E-mail: rhoward@todb.ca.gov](mailto:rhoward@todb.ca.gov)

Please do not direct any questions or concerns to any other individual or Town agency. Violation of this policy will be considered grounds for disqualification. Questions received after the deadline will not be considered.

SECTION 16. SCHEDULE OF EVENTS

Issue RFP	November 4, 2013
Deadline for Questions Submitted in Writing	November 22, 2013
Response to Written Questions	December 6, 2013
Deadline for Submittal	December 17, 2013, 3:00 P.M.
Proposal Review and Evaluation	December 18 – January 3, 2014 2013
Interviews with selected firms	Week of January 13, 2014
Town Board of Director’s Approval	February 4, 2014



MONTHLY OPERATIONS REPORT

September 2013

Town of Discovery Bay, CA

1493 Days of Safe Operations

64323 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: Excavation Trenching and Shoring; Ergonomics Take 5 Safety Tailgates (5) West Region Safety Council Call Monthly Regional Safety Webinar	4.0
Operations	
All of the Operators were trained on the new Belt Filter Press that was placed into service this month All plant personnel participated in a Confined Space Training Refresher	10.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH)

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	129.93	3718	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production Table (MG) by Month

January	February	March	April	May	June
51.48	55.88	86.09	99.81	148.77	144.86



July	August	September	October	November	December
162.13	156.00	129.93			

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Aug Lab Data</i>	<i>Sept Lab Data</i>
Flow, MG Effluent, monthly total		40.15	39.04
Flow, MG Daily Influent Flow, avg.	N/A	1.50	1.49
Flow, MG Daily Discharge Flow, avg.	2.1	1.29	1.30
Effluent BOD ₅ , lbs/d, monthly avg.	350	25	18
Effluent TSS, lbs/d, monthly avg.	525	43	41
Effluent BOD ₅ , mg/L, monthly avg.	20	2.5	1.8
Effluent TSS, mg/L, monthly avg.	30	4.2	4.0
Total Coli form 7 day Median Max	23	3	7
Total Coli form Daily Maximum	240	3	13
% Removal BOD ₅ , monthly avg.	85% min.	98.8	99.1
% Removal, TSS, monthly avg.	85% min.	96.1	96.8
Electrical Conductivity, umhos/cm annual avg.	2100	2135 (YTD)	2135 (YTD)

Red – new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
<u>0</u>			

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	75	0	44.64

COLLECTION:

- Flushed **4,068 ft.** of sanitary sewer lines, YTD **8,310 ft. 12.59%** completed
- CCTV **0 ft. 0%** completed (Deadline is May 2014)
- Inspected **8** manhole & covers. YTD **37**
- Lakes Lift Station thermostat replaced
- Lift station “A” had level controller troubleshot
- Lift station “S” troubleshot the level transducer
- Performed valve exercising
- Performed weekly lift station inspections.
- Inspected vaulted lift stations.

MAINTENANCE

Wastewater

- Cleaned UV Channel 3000+
- Troubleshoot Magna Rotor Brush no.4 at Plant no.1, Turbo confirmed the gear-box is ok.
- Changed all the auto Rotor Brush lubers at plant no.1
- Started the new Belt Press No.3
- Troubleshot Digester aerator no.4, replaced bad coil
- Troubleshot wiring issues on Magna Rotor Brush no.1 at Plant no.2
- Plant no.1 Emergency Generator had to have a bad battery charger fuse replaced
- A sampling still well was installed in UV Station for composite sampling
- Troubleshoot Influent Pump no.5, re-seat and is working well
- ARV repairs on Hwy 4, needed to replace one ARV
- Troubleshot Plant no.2 clarifier no.3 collector drive torque problem
- Performed preventative maintenance.
- Pressure washed the clarifiers each week for algae removal.

Water

- Experienced PLC problems with Willow WTP, had to operate facility in manual mode for a few days.
- MCC troubleshooted Willow WTP PLC, had to replace the I/O card.
- Performed preventative maintenance.

Preventive and Corrective

Total # of WO's Completed	Total Hours
287	150

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
69	8

Call & Emergency Responses

Call Outs	Emergencies
9	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1085	48.00

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION

BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



No Back Up
Documentation
For Agenda Item # H



No Back Up
Documentation
For Agenda Item # I-1



No Back Up
Documentation
For Agenda Item # J



No Back Up
Documentation
For Agenda Item # K-1



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday September 9, 2013 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

CALL TO ORDER- (6:30 P.M.)

PLEDGE OF ALLEGIANCE- (6:31 P.M.)

ROLL CALL- (6:31 P.M.) Directors Present: Bryant, Cooper, Johansen, Kenny, Smith, Young
Directors Absent: Bouillon, Michaelson, Morgan,

PUBLIC COMMENTS- (6:32 P.M.)

There was one (1) Public Speaker – Mark Whitlock

CONSENT CALENDAR- (6:37 P.M.)

C.1 Approve minutes from August 5, 2013 regular Board of Directors Meeting.

Motion by: Director Young to approve Consent Calendar Item C.1

Second by: Director Smith

Vote: Motion carried 6:0

PUBLIC HEARINGS- (6:39 P.M.)

There was one (1) Public Speaker – Hal Bray – Republican Party

PH.1 Adopt Fiscal Year 2013-14 Budgets for Operating, Development Fee, and Other Funds.

**Motion by: Director Bryant to Adopt Fiscal Year 2013-14 budgets for Operating,
Development Fee, and other funds.**

Second by: Director Smith

Vote Motion carried 6:0.

DISCUSSION ITEMS

D.1 Consider Placing Parcel Tax on June 3, 2014 Ballot.
(7:04 P.M.)

There was one (3) Public Speaker – Alex Aliferis – Contra Costa Tax Association, Bob Mackin & Mike Burkholder

D.2 Amend Board Policy 1-3.8 to Permit any Standing Committee to Meet as a Committee of the Whole.
(7:45 P.M.)

There were no Public Speakers

Motion by: Director Young to Amend Board Policy 1-3.8 to Permit any Standing Committee to Meet as a Committee of the Whole.

Second by: Director Smith

Vote Motion carried 6:0

D.3 Receive Responses from Outside Agencies Regarding providing Fire Suppression Services.
(7:50 P.M.)

There was one (1) Public Speaker – Mark Whitlock

D.4 Discuss Water Main Break at Fire Station 57 in Byron.
(8:10 P.M.)

There were no Public Speakers

D.5 Receive Operational Update for August 2013.
(8:20 P.M.)

Chief Henderson gave an update on the Morgan Fire.

There were no Public Speakers

INFORMATIONAL STAFF REPORTS- NONE

DIRECTORS' COMMENTS- (8:45 P.M.)

Director Cooper – Thanked all the Fire personnel on the excellent job with the Morgan Fire

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS- (8:45 P.M.)

Director Johansen-Request a Future Agenda item - Fees for service such as traffic accidents and hazardous material responses

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: October 7, 2013- (8:55 P.M.)

Motion by: Director Kenny to adjourn to the next Board meeting, October 7, 2013
Second by: Director Young
Vote Motion carried 6:0

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
September 12, 2013**

- MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:00 a.m. at the Byron Airport's Office.
- PRESENT:** **Mike Bruno, Chair**, CCC Airports Business Association
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, District III
Rich Spatz, At Large 2
Russell Roe, District II
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1
- ABSENT:** **Janet Kaiser**, Diablo Valley College
Keith McMahon, City of Concord
- STAFF:** Keith Freitas, Director of Airports
- OPENING COMMENTS
BY CHAIR** Mike Bruno thanked all that were present for attending the Byron Airport meeting and thanked Ron Reagan and Ed Young for all of their outreach efforts.
- PUBLIC COMMENT
PERIOD:** None
- APPROVAL OF
MINUTES:** Moved by Tom Weber; seconded by Rich Spatz. Approved unanimously.
- APPROVAL OF
CONSENT ITEMS:** Moved by Tom Weber; seconded by Russ Roe. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: State Route 239 Issue

Martin Engleman, Deputy Executive Director of Planning, from the Contra Costa County Transportation Authority (CCCTA), gave an overview of the Route 239 corridor study.

- State Route (SR) 239 is legislatively approved, but unfunded that would connect SR 4 near Brentwood to I-205 west of Tracy.
- There are several items of constraint which include:
 - Prime farmland
 - Land acquired for conservation
 - Alkali soils
 - Vernal pools
 - Byron Airport and utility infrastructure
 - Wind resource area
 - Delta protection zone and waterways
 - Byron hot springs
 - Endangered species: California tiger salamander, California red-legged frog habitat, western burrowing owl.
- SR 239 would create some regional connectivity.
 - One option being considered is for an Airport connector, consisting of a 2 to 4 lanes between Highway Junction 4 to Vasco Rd.
- Public input has been solicited with open house meetings, web and media outreach, and a virtual workshop.
- A draft feasibility study is nearing completion; estimated this winter.
- Final feasibility study will be complete in the 2014.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. AAC Tenant Recognition Award Selection

Mike Bruno commented that the Mt. Diablo Pilots Association (MDPA) and Experimental Aircraft Association (EAA) put in a lot of time to renovate the Buchanan Field clubhouse. Members volunteered 2,200 hours to make the renovations. Mike proposed that the two clubs be awarded Tenant Recognition Awards and that the awards be accepted by the individuals who volunteered the most hours.

Tom Weber made a motion to accept the proposal. Ron Reagan seconded. Approved Unanimously.

c. How Buchanan Field Fits into Bay Area Airport System

Keith Freitas recommended, since committee member Keith McMahon requested this item, that it be held over to the next meeting.

d. Byron Airport Infrastructure Analysis Report Update

Keith Freitas gave a brief history of the infrastructure analysis at the Byron Airport.

- The analysis will determine remaining capacity of the current infrastructure; well water, fire system, and septic tank system plus identify improvements necessary to achieve build out of the Airport based on the Master Plan.
- First draft is being completed by the Airport's consultant, Mead & Hunt, and should be ready in the next 30 – 60 days.
- The analysis will show what options are available to support future development.
 - There are a lot of new technologies for sewer systems and potable water systems.
 - Whether water could be pulled from the Byron-Bethany Irrigation District or if sewer and water can be brought in from Discovery Bay or the Town of Byron.

e. Update from Patriot Jet Team Foundation

Dave Ringler gave a brief overview of the Patriot Jet Team Foundation (Foundation).

- Primary strategy is to bring aerospace education together with math and science programs in the local school systems.
- Partnerships are being developed with the area school districts.
 - The Foundation is currently working with Freedom High School's Principal and some of their teachers to build a program.
 - Students from the school recently had a rocket launch. The students built the rockets by measuring angles using trigonometry and using an inclinometer and applied scientific methods they had learned.
 - Over 2,200 students participated with over 550 rocket launches.
 - Heritage High School is now interested in the program and the Foundation has been having discussions with their Principal, Vice Principal and lead science teacher.
 - The Foundation is working with a home schooling program and classes will be held with 30 students at a time.
 - The Brentwood elementary schools have approached the foundation about their program and meetings have been set up with 10 teachers.
- The Experimental Aircraft Association's Young Eagles Program out of Tracy is also working with the Foundation.
- A private pilot ground school is being held.
 - Discussions include science clubs, aerospace clubs, etc.
- The Foundation goals are about getting kids to think, problem solve, and come up with new ideas and questions.
- The Federal Aviation Administration (FAA) has issued directives regarding radio controlled aircraft at Airports. Due to this directive the Foundations will be unable to have radio controlled aircraft at Byron Airport.
- A Coordinator of a Rainbow Girls Program is interested in bringing the girls out; they were invited to the Young Eagles Event on October 12, 2013.
 - The Foundation would like to have more girls involved with the program; the Girl Scouts have been contacted but have not shown any interest as of yet.
- Internet service is one issue that the Foundation is facing and are looking to see if a T-1 line can be installed to be able to handle the massive amounts of data they will need to transmit.
- The Smithsonian Air and Space Museum (Museum) contacted the Foundation to let them know that they want to work with them. The Museum wants to know how

they can get the Foundations programs and establish a link with them; however, the Foundation currently does not have the servers necessary for that kind of data movement or capacity.

- The Foundation is looking for added volunteers; this is the biggest factor that will someday limit the number of students able to attend.

Mike Bruno was given recognition for his participation with the Foundation.

f. Year 2012/13 Budget at 99%

Keith Freitas reported:

- The Airport Enterprise Fund exceeded its revenues
- Goals on expenditures were met
- Retained earnings were approximately \$450,000
 - A recommendation would be made to add \$60,000 to the Airport Reserve Fund as is consistent with the policy.
 - Remainder will be used for various Capital Fund Projects such as paving, infrastructure, etc. for the Airports.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting is Monday, September 23, 2013, at 12:30.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

None

c. Update from Airport Business Association

None

d. AAC Announcements

None

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

AAC Appointments Terms

How Buchanan Field Fits into Bay Area Airport System

New County Advisory Committee Policy

ADJOURNMENT: The meeting was adjourned by the Chair.



No Back Up
Documentation
For Agenda Item # M



No Back Up
Documentation
For Agenda Item # N